

AGENDA
SPECIAL MEETING
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS
6425 MAIN STREET, GEORGETOWN, CALIFORNIA

TUESDAY, AUGUST 23, 2016
5:00 P.M.

MISSION STATEMENT

It is the purpose of the Georgetown Divide Public Utility District to:

- Provide reliable water supplies
 - Ensure high quality drinking water
 - Promote stewardship to protect community resources, public health and quality of life
 - Provide excellent and responsive customer services through dedicated and valued staff
 - Insure fiscal responsibility and accountability are observed by balancing immediate and long term needs
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1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

2. ADOPTION OF AGENDA – Board action to adopt Agenda.

3. PUBLIC FORUM – This is a special meeting under Government Code Section 54956. Public comment is limited to items appearing on the agenda. Under Section 54954.3, the public shall have the right to comment on any items appearing on the agenda prior to or during consideration of this item. Public comment on items not appearing on the agenda should be made at the regular meetings of the District.

No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address.

4. AUBURN LAKE TRAILS WATER TREATMENT PLANT – AWARD CONTRACT AND ISSUE NOTICE TO PROCEED

A. Discussion – On June 8, 2016, District staff opened bid proposals for the construction of the Auburn Lake Trails Water Treatment Plant Project. This event was open to the public, with several contractor representatives present. The District received 10 bid proposals. After a review of the bid proposals, Myers and Sons Construction LP, was identified as the contractor having submitted the apparent low bid.

B. Possible Board Action – Staff recommends that the Board award the Contract to Myers & Sons LP, the lowest responsible bidder, in the amount of \$10,249,000, for the construction of the Auburn Lake Trails Water Treatment Plant upgrades, conditional upon the execution of the State Revolving Fund Loan in the amount of \$10,000,000. This action would include authorizing staff to process all paperwork associated with the construction contract including but not limited to the issuance of a Notice to Proceed.

5. RECRUITMENT FIRM FOR GENERAL MANAGER POSITION

A. Discussion – This is an opportunity for the Board to discuss and approve a human resources consulting firm to assist the District with its search for the hiring of the new General Manager.

B. Possible Board Action – Staff recommends approving a human resources consulting firm to assist the District in the hiring of a new General Manager.

6. CONTRACT WITH HR TO GO

A. Discussion – The District is in need of assistance with payroll and Human Resources issues. We have used HR to GO to assist the District in the past. Our current staff is new and very busy learning their positions. HR to GO would give the District greater accountability for payroll.

B. Possible Board Action – Staff recommends contracting with HR to GO for a period not to exceed six months to assist staff with payroll and HR issues.

7. NEXT MEETING DATE AND ADJOURNMENT – The next regular meeting will be September 13, 2016, at 2:00 PM, at the Georgetown Divide Public Utility District Office.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Wendell Wall by telephone at 530-333-4356 or by fax at 530-333-9442. Requests must be made as early as possible and at least one-full business day before the start of the meeting. In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Georgetown Divide Public Utility District office, at 6425 Main Street, Georgetown, California, on August 19, 2016.

Memo

To: Board of Directors

From: George Sanders, Engineering Consultant

Date: August 19, 2016

Re: **ALT WATER TREATMENT PLANT – AWARD CONTRACT AND ISSUE
NOTICE TO PROCEED**

Board Meeting of August 23, 2016; **Agenda Item #04**

BACKGROUND / DISCUSSION

On June 8, 2016, District staff opened bid proposals for the construction of the Auburn Lake Trails Water Treatment Plant Project. This event was open to the public, with several contractor representatives present. The District received 10 bid proposals. After a review of the bid proposals, Myers and Sons Construction LP, was identified as the contractor having submitted the apparent low bid. A bid summary is provided below.

BID SUMMARY		
	Contractor	Bid Amount
1	Myers and Sons LP	\$10,249,000
2	Steven P. Rados, Inc.	10,415,000
3	K.G. Walters Construction Co. Inc.	10,845,500
4	C.W. Roen Construction Co.	10,860,500
5	Gateway Pacific Contactors, Inc.	10,975,404
6	Auburn Constructors, Inc.	11,039,300
7	Western Water Constructors, Inc.	11,300,000
8	GSL Construction Company, Inc.	11,452,000
9	C. Overaa and Co.	11,834,000
10	Flatiron West, Inc.	12,242,380

Subsequent to the bid opening (within 3 working days), the three apparent low bidders were required to submit additional documentation supporting their DBE and Good Faith Efforts. The DBE and Good Faith Efforts Documentation is a requirement of the State and Federal Funding. After a review of the DBE and Good Faith Efforts Documentation, Myers and Sons Construction LP, is identified as the Contractor having submitted the lowest responsible bid.

Information shared at the Board Meeting of August 9, 2016 identified an estimate of

remaining funding needs in the amount of \$12,000,000. Key elements of that estimate would include facility construction, contingencies, construction management and administration costs. Also shared at the meeting of August 9th was the funding summary (see below) which identified the source and amount to cover the anticipated remaining expenditures.

FUNDING SUMMARY Updated 08/04/16	
Funding Source	Amount
State Loan	\$10,000,000
Fund 24 ALT- WTP Capital Reserve	763,500
Fund 39 (Portion) Capital Facility Charges	240,000
EPA Grant (Remaining Funds)	740,000
Fund 35 Environmental Protection Agency	315,000
TOTAL	\$12,058,500

An element of the Installment Sale Agreement (Loan), with the State Water Board, requires their approval, in writing, to award the construction contract to Myers and Sons Construction LP, the selected lowest responsible bidder. The Water Board has provided the District with that written approval to award the construction contract.

District Counsel continues to assist staff in the finalization of the State Loan. Recent efforts, on the part of Counsel, have included a request that the State provide the District with an assurance that the loan will be approved. The response from the State is that they cannot provide an assurance that the loan will be approved. That response also included the following statements: "Staff are reviewing Georgetown's final budget, bids and other information, and are aiming to have everything complete for execution in early September. The eligible start date for this project is July 22, 2016, which means that if the loan is executed, we can reimburse for eligible costs incurred on or after that date."

RECOMMENDATION – Staff recommends that the Board award the Contract to Myers & Sons LP, the lowest responsible bidder, in the amount of \$10,249,000, for the construction of the Auburn Lake Trails Water Treatment Plant upgrades, conditional upon the execution of the State Revolving Fund Loan in the amount of \$10,000,000. This action would include authorizing staff to process all paperwork associated with the construction contract including but not limited to the issuance of a Notice to Proceed.

Memo

To: Board of Directors

From: Darrell A. Creeks, Interim General Manager

Date: August 18, 2016

Re: **GENERAL MANAGER RECRUITMENT**

Special Board Meeting of August 23, 2016; **Agenda Item #05**

BACKGROUND / DISCUSSION

This is an opportunity for the Board to discuss and approve a human resources consulting firm to assist the District with its search for the hiring of the new General Manager.

RECOMMENDATION

Staff recommends approving a human resources consulting firm to assist the District in the hiring of a new General Manager.

Memo

To: Board of Directors

From: Darrell A. Creeks, Interim General Manager

Date: August 18, 2016

Re: **HR TO GO**

Board Meeting of August 23, 2016; **Agenda Item #06**

BACKGROUND / DISCUSSION

The District is currently in need of assistance with payroll and Human Resources issues. We have used HR to GO to assist the District in the past. Our current staff is new and very busy learning their positions. HR to GO would give the District greater accountability for payroll.

RECOMMENDATION

Staff recommends contracting with HR to GO for a period not to exceed six months to assist staff with payroll and HR issues.